OFFICE OF THE DEAN, COLLEGE OF TECHNOLOGY

No.CTE/Final Exam, II- Sem 2025-26/105 Dated: 02./05./ 2026

OFFICE ORDER

1. **Dr. Anadi Misra, Prof. Mechanical Engg.** will act as **Superintendent of Examination** during II[st] semester 2025-26 final examination **w.e.f. 03.06.26 to 17.06.2026** or till the end of II[st] semester 2025-26 final examination. He will also act as Liaison Officer for the College of Technology with the Registrar's office in the matter of examination work involving discipline in the building and for sending returns to the Registrar's Office. Room No. B202 NCT 1[st] floor has been earmarked as Examination Control Room for II[st] semester 2025-26 final examination.
2. **Dr. Dheeraj Kumar, Assoc.Prof., Irrigation & Drainage Engg.** will act as **Asstt. Superintendent** of examination during above said period.
3. **Dr. Anshika Gupta, Asstt. Prof. I&PED** will act as **In-Charge Confidential Room,** Room No. 207B (NCT Building) which has been earmarked as Confidential Room for examination purpose.
4. **Mr. Jeetender Nath, Head Asstt, Student Section & Mr. Aslam Anshari, Lab Atted , PHP&FE** will work in administrative control of Examiniation Superintendent during the examination.
5. **Ms. Poonam Tripathi, Head Asstt, IT** and **Ms. Ritu Sharma, Lab Assttt., E&CE** are assigned the work of typing question papers / other works. **Mr. Ramesh Lal, CED and Mr. Shailendra Yadav, BPCA,** Dean office are assigned the work of photocopy **w.e.f. 02.06.2026, 2:00 pm onwards.**
6. **Mr. Ajay Kumar, Foreman, EE and Mr. Navneet Sharma, Forman, MED** assist the staff members deputed by the Registrar of examination work and should report at least half an hour before of the start of each examination from **02.06.2026, 2:00 pm onwards.**
7. The Exam. Supdt. / Incharge Confidential Room will issue such instructions as he/she seems necessary to staff members as para 4, 5 and 6 in connection with examination.
8. **Mr. Shailendra Kumar Singh, Lab. Asstt, ME** is assigned the duty to operate the Generator during the examination period.

No. leave will be granted to the staff members during examination period.

Dean Tech

Cc:1. All persons concerned.
2. All Head of Departments, College of Technology to relieve the staff on duty.
3. All Deans.
4. All Instructors.
5. Registrar/Dy.Registrar/Asstt.Registrar for information.
6. Heads, Chemistry/Physics/Maths./Soc. Sci./Agronomy/Soil Sci./Horticulture.
7. Account Officer, College of Technology.
8. Incharge, Student Section, College of Technology.
9. Coordinator, External Examination Cell, College of Technology.
10. I/C Web Portal Registrar's Office.
11. I/C College website.